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ABSTRACT

In response to the urgent need of visually handicapped social work students for special help with their reading assignments, the Social Work Library at Adelphi University (New York) instituted a new and unique service: the Taping Program for Visually Handicapped Social Work Students. Until that time, the options opened to the visually impaired students had been sporadic, too time consuming, or too awkward to help all the students needing assistance. There was also a need for a permanent, easily accessible tape collection of articles and books that the students needed to read for their courses. The library's program coordinator monitors reading lists for the social work students and arranges to have tapes made by student assistant readers who receive tuition remission for taping the required literature. The tape library now consists of over 500 tapes. Included in this program description are several forms used by the library to request taped materials, to instruct readers of the tapes, and to describe circulation procedures. A bibliography and other information sources are also included (CB)

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A RESPONSE TO THE SPECIAL NEEDS OF VISUALLY HANDICAPPED SOCIAL WORK STUDENTS AT ADELPHI UNIVERSITY

THE LEONA ZASLOWSKY MEMORIAL TAPE LIBRARY

Rita Edwards

Paper presented at the meeting of the Council of Social Work Education (Miami, Florida, March 9, 1986).

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A RESPONSE TO THE SPECIAL NEEDS OF VISUALLY HANDICAPPED SOCIAL WORK STUDENTS AT ADELPHI UNIVERSITY

THE LEONA ZASLOWSKY MEMORIAL TAPE LIBRARY

In the fall of 1980, in response to the urgent need of visually handicapped social work students for special help with their reading assignments, the Social Work Library at Adelphi University, in cooperation with the School of Social Work, instituted a new and unique service: the Taping Program for Visually Handicapped Social Work Students.

These students, until that time, had several options at their disposal:

1. They could get taped text books from Recording for the Blind. If the book had already been taped, the tapes could be ordered and received within a week or two. If the book had never been taped before, the student would have to buy two copies of the book and mail them to RFB for taping. It often took two months or more before the tapes were complete. Since a college semester is over in four months, this was often too late to be helpful.

2. They could have friends or paid readers read to them directly or tape for them. This was often sporadic and time consuming to arrange.

3. They could take advantage of the services of regional volunteer groups such as the Jamaica chapter of the National Council of Jewish Women or the Sisterhood of Temple Israel, in Jamaica, New York. These groups offered taping programs to help visually handicapped students with their assignments. The student could mail print materials and blank tapes to the Chairperson of the group, and the latter would have the material taped by a member and mail it back to the student. These services were extremely helpful and greatly appreciated, but again, the procedure could be awkward and time consuming when the student was in a rush to finish an assignment.

Our Social Work students have lengthy lists of readings from scholarly journals to complete for each course, but Recording for the Blind does not include journal articles in its collection. The student would have to depend upon readers to tape these articles, and when no longer needed, they would erase the tape, to be used for another reading.

We realized immediately that there was a need for a permanent, easily accessible tape collection, of articles that the students were required to read for their courses. Eligible students would be able to charge the tapes out of the Reserve section of the Library, just as our sighted students charged out the print copies.

In addition, there was a need for someone to be responsible for monitoring Course Reading Lists, so that arrangements could be made immedi-

ately for newly added books to be taped by RFB if they were not already part of their collection.

Thirdly, their was a need for a cadry of readers at the School, ready to tape small parts of books until the RFB tapes began to arrive, and to tape any supplementary readings that individual students might need for their work. These tapes would not be added to the permanent library collection.

This three-part Taping Program is now an established service of the Social Services Center of the School of Social Work and the Library. The Social Work Librarian works together with a graduate student whose internship consists of coordinating services to the handicapped students at the School. S/he, in turn, works with two student-assistant Readers who receive tuition remission for their work in the Program.

Each of the Readers is issued a modified General Electric Tape Recorder/Player (available for purchase from American Printing House for the Blind) and a supply of blank tapes. When a visually handicapped student (blind, legally blind, or learning disabled) is required to read an article that is not yet in our collection, a " Request for Taping " form is filled out by the Coordinator. One of the Readers is assigned to charge out a print copy of the article from Library Reserve and tape it within the the week. The Reader uses the same form to record the necessary information about the taping. The tape and the form are then brought to the Library, and the tape is cataloged. The Adelphi Library has an online catalog (ALICAT), and an automated circulation system, and the tapes are added to the data base by staff members of the Reserve Department, just as print copies of articles on Reserve are. Master tapes are never circulated. When a student comes for a tape, it is copied by the Non-Print Department of the Library and the copy is charged out.

On May 5, 1985 the permanent tape collection was formally dedicated as the Leona Zaslowsky Memorial Tape Library, in honor of the blind student who had given impetus to our efforts to begin the Program, and who had died the previous summer, just three weeks after receiving her bachelor's degree to a standing ovation of her colleagues.

The Tape Library has grown steadily, and now consists of over 500 tapes.

The Librarian has kept the members of the Alumni Association of the School of Social Work informed about the progress of the Program since it inception. Over the six years of the Program's existence, the Association has donated $1140, which has been used to purchase equipment for the Program and the Concise Heritage Dictionary on tape. All of these have been appropriately labelled.

Each year, included in the orientation package mailed to new Social Work students, is an announcement of the Program. The School appoints a new Coordinator/Intern and two new student-assistant Readers. After a training session with the Social Work Librarian, the Coordinator meets with the visually handicapped students and explains how the Program operates and what services are available to them.

Our students have been very pleased with the Program. They are often overwhelmed by the extra obstacles, and this eliminates some of the frustration. There is a sense that the institution cares - and in a world where caring is often at a premium, this is not a factor to be overlooked.

ADELPHI UNIVERSITY
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LEONA ZASLOWSKY MEMORIAL TAPE LIBRARY

The Tape Library makes available to visually handicapped students of the School of Social Work, required readings from Course Handbooks, from journals, and from Casebooks, on tape. Books are not included, since they are available from Recording for the Blind.

The School of Social Work, each year, assigns a graduate student to be Coordinator for Services to handicapped Social Work students. One of the responsibilities is working with the Social Work Librarian on the taping program. In addition, the School awards tuition remission to two students who work as Readers for the program.

1. a. When a new Course Handbook is published, (usually every two years), the Social Work Librarian determines which articles in the Handbook have not been taped previously, and assigns a Reader to tape them.

   b. If a visually handicapped social work student needs a required article from a journal taped, s/he requests the Coordinator to have it taped and the Coordinator assigns a Reader to tape it.

   c. (See INSTRUCTIONS FOR READERS for procedure).

2. When the Reader has finished taping, s/he brings the tape to the Library Reserve Desk. A member of the Reserve staff will process it as a Master copy.

3. When the tape is requested by a student, the Master will be sent to Non-Print for duplicating. The new circulating copy will be labelled by Non-Print and returned to Reserve, to be circulated to student.

4. Storage and circulation of tapes will be handled by Reserve. Problems concerning the tapes, themselves, will be handled by Non-Print.

5. (For circulation procedures see CIRCULATION PROCEDURE FOR TAPING PROGRAM).

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LEONA ZASLOWSKY MEMORIAL TAPE LIBRARY

REQUEST FOR TAPING

Student _____ Date _____

Course # _____

Article _____

_____

Page on Course Reading List _____

.....

READER _____ Date _____

Cassette #	Speed	Pages on: Track 1	Track 2	Track 3	Track 4

(Tape no more than 1 article per cassette)

.....

LIBRARY

Tape-drawer card _____ Label(s) _____ Online data base _____

Sent to N.P. _____ Ret'd from N.P. _____ # of copies _____

c

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SWIRBUL LIBRARY

LEONA ZASLOWSKY MEMORIAL TAPE LIBRARY

INSTRUCTIONS FOR READERS

1. Tape only journal articles from Course Reading Lists or Course Handbooks for the Tape Library. Individual taping needs of students cannot be included. We are working to build a complete collection of required articles only.

2. Make sure that the page on the Course Reading List on which the article is listed is noted on the Request Form.

3. Always check with the Reserve Desk first, to verify that the article has not already been taped. Never re-tape what the Library already owns.

4. Make a Xerox copy of the article so that you may return the Library's copy.

5. Never tape more than 1 article onto a cassette.

6. Blank tapes for the taping program may be obtained from the Non-Print section of the Library. Choose the appropriate tape length for the reading (30 minute, 60 minute). One page takes approximately 2-3 minutes to read.

60 minute tape	20 -	30 pages
30 minute tape	10 -	15 pages

7. Information to include on tapes:

   A. Please introduce each tape by stating
      1. Your name
      2. The date
      3. Social Work course that Reading/s is/are for: Number and name of course

   B. To introduce each article from a journal state the following:
      as cited in the course Reading List:
      Author of Article
      Title of Article
      Name of Journal from which article comes
      Volume, year, month of journal issue
      Pages

7. Information to include on tapes (contd.)

   C. State the page number each time you go on to a new page. Also use the "beeper" on the recorder to "beep" the page with one beep. This will allow the listener to fast - forward and hear a beep for each new page.

   D. If recording is to be continued on another cassette, state this at the end of 1st tape and at beginning of next one. Then go through the whole introduction again.

8. Keep a record of what readings are included on each Track of each tape. Number each cassette used for 1 article.

9. Please fill out the READER section of the REQUEST FOR TAPING form for each reading you do, including the page numbers that are recorded on each track.

10. Keep cassettes in their protective plastic boxes.

11. Submit numbered cassette(s) wrapped in the filled out REQUEST FOR TAPING FORMS to the Reserve Desk, Swirbul Library.

12. After processing and copying, taped articles will be available for charge-out from the Reserve Desk of the Library by eligible students.

E

ADELPHI UNIVERSITY
GARDEN CITY, N.Y. 11530
SWIRBUL LIBRARY

LEONA ZASLOWSKY MEMORIAL TAPE LIBRARY

CIRCULATION PROCEDURE FOR TAPING PROGRAM

1. Tape recorders owned by the Library are to be charged out to Graduate Assistant Readers only - for the current semester - unless the Librarian makes other arrangements.

2. Articles on paper are to be charged out to Graduate Assistant Readers the same way articles are always charged out. However charge them out to them as Readers - not as part of their own personal Reserve allotment.

3. Tapes are circulated to eligible students only. See list of students eligible for Taping Program for current semester.

4. Course Handbooks on Tape are circulated for the semester. Fall semester chargeouts are due Dec. 1, Spring semester chargeouts are due May 1.

5. Articles on Tape are circulated the same as articles in print.

6. Master tapes (kept separately in Master tape drawers) are never circulated.

7. Eligible students for the Taping Program who do not clear their records at the end of a semester are not eligible for the program the following semester.

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Braille Monitor. Baltimore, Md.: National Federation for the Blind, monthly. Published in print, braille and on disc.

Computer Equipment & Aids for the Blind and Visually Impaired. Computer Center for the Visually Impaired, Baruch College, 17 Lexington Ave., Box 515, New York, N.Y. 10010.

Government Offices

National Library Service for the Blind and Physically Handicapped. Library of Congress, Washington, D.C.
Provides braille books and Talking Books, as well as the machines for reproducing the latter, free of charge, to the visually handicapped. Publishes Talking Book Topics bimonthly.

Office of Information and Resources for the Handicapped. Office of Special Education and Rehabilitative Services, U.S. Department of Education, Washington, D.C. 20202 (202) 245-0080
Publishes materials on legislation, regulations, programs and services for the handicapped. Send for their Publications List.

Private Associations

HEATH (Higher Education and the Handicapped). National Clearinghouse on Post-secondary Education for Handicapped Individuals. HEATH Resource Center, National Center for Higher Education, 1 Dupont Circle, Washington, D.C. 20036.
Began 1977. A Program of the American Council on Education, funded by the U.S. Dept. of Education. Publishes Information from HEATH.

Recording for the Blind. 20 Rozel Road, Princeton, N.J. 08540 (800) 221-4792.
Tape library of over 50,000 titles. Tapes textbooks on demand. Circulates to eligible individuals free of charge. Publishes Catalog of its collection.

Private Associations (contd.)

American Foundation for the Blind. 15 W. 16th Street, New York N.Y. 10011 (212) 924-0420

Clearinghouse for local and regional agencies serving the blind. Sponsors institutes and workshops for professionals working with the blind. Its Aids and Appliances Division manufactures special aids for blind people. Publishes Directory of Agencies Serving the Visually Handicapped in the U.S.

National Federation of the Blind. 1101 St. Paul St., Baltimore, Md. 21202. (301) 659-9314

Largest organization of blind people, advocating programs and services for the blind. Publishes the Braille Monitor.

Professional Library Associations

Academic Librarians Assisting the Disabled (ALAD). Discussion group of the American Library Association, Libraries Serving Special Populations Section.

Chair: Betty-Ruth Wilson, Undergraduate Library, Southern Illinois University, Carbondale, Ill. 62901. (618) 453-2818.

Organized at ALA Philadelphia, July 11, 1982.

Sponsored, with the Florida State University School of Library and Information Studies, the Conference on Academic Library Service to Disabled Students, May 6-7, 1983, Tallahassee, Fla.

(For Conference Summary, see ERIC ED240760)

SOURCES OF EQUIPMENT

American Foundation for the Blind
Aids and Appliances Division
15 West 16th Street, New York, N.Y. 10011
(800) 447-4700

American Printing House for the Blind
1839 Frankfort Avenue, P.O. Box 6085
Louisville, Kentucky 40206
(502) 895-2405

EdnaLite Corporation
200 North Water Street
Peekskill, New York 10566
(914) 737-4100

National Federation of the Blind
1101 St. Paul Street, Baltimore, Md. 21202
(301) 659-9314